

RECORDING HOLIDAYS IN ATAAPS

As of 6/21/2004, the hours of Holiday Worked are counted toward completing the tour of duty.

Alternate Work Schedule (AWS) Code – 0 or 7

Employees are entitled to 8 hours of Holiday Leave (LH). Record 8 hours of 'LH'.

Employees who are required to perform non-overtime work on a holiday are also entitled to Holiday Worked (HG, HF, HS or HT). For example, if an employee performs 5 hours of non-overtime work on a holiday, record 3 hours of LH and 5 hours of HG, HF, HS, or HT. Hours worked outside of the scheduled tour are to be recorded as overtime.

Alternate Work Schedule (AWS) Code – 1 thru 5, D or E

For all employees

Employees working AWS Code 1 thru 5, D and E are limited to a total of 8 hours Holiday Leave and/or Holiday Worked on a holiday. For example, if an employee performs 5 hours of non-overtime work on a holiday; record 3 hours of LH and 5 hours of HG, HF, HS, or HT. Hours worked outside of the scheduled tour are to be recorded as overtime. If an employee normally works more than 8 hours on a day that is a holiday, they will need to make arrangements to work extra hours, take annual leave, or use credit hours or compensatory time off, as appropriate, in order to fulfill the 80-hour biweekly work requirement.

Alternate Work Schedule Code – 6 and 8

Employees under compressed work schedules are entitled to Holiday Leave (LH) for the number of hours which apply to their "basic work requirement". For example, if the holiday falls on a 9 hour basic workday, record 9 hours of 'LH'.

Employees under compressed work schedules who are required to perform non-overtime work on a holiday are also entitled to Holiday Worked (HG, HF, HS or HT) for the number of hours which apply to their "basic work requirement". For example, if the holiday falls on a 9 hour basic workday and an employee performs 5 hours of non-overtime work on the holiday; record 4 hours of LH and 5 hours of HG, HF, HS, or HT. Hours worked outside of the scheduled tour are to be recorded as overtime.

"In Lieu of" Holidays

All full-time employees, including those on flexible or compressed work schedules, are entitled to an "in lieu of" holiday when a holiday falls on a non-workday (i.e., AWS day off). In such cases, the employee's holiday is the basic workday immediately preceding the non-workday. A basic workday for this purpose includes a day when part of the basic

work requirement for an employee under a flexible work schedule is planned or scheduled to be performed.

There are three exceptions:

1. If the non-workday is Sunday, the next basic workday is the “in lieu of” holiday.
2. If Inauguration Day falls on a non-workday, there is no provision for an “in lieu of” holiday.
3. If the head of an agency determines that a different “in lieu of” holiday is necessary to prevent an “adverse agency impact”, he or she may designate a different “in lieu of” holiday for full-time employees under compressed work schedules.